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# National Patient Information Reporting System: National Data Warehouse

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## MSPI Data Portal User Guide

Version: 1.0  
February 26, 2015



**Department of Health  
and Human Services**

**Indian Health Service**

**Office of Information  
Technology (OIT)**

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## Version Control

Version	Date	Notes
	1/15/15	Initial version
1.0	2/26/15	Published Version

## Contact Information

If there are any questions or comments regarding the MSPI Reporting Website, please contact Steven Whitehorn at [Steven.Whitehorn@ihs.gov](mailto:Steven.Whitehorn@ihs.gov) or 301-443-6581.

## Recommended Browser

When opening the MSPI Data Portal, it is recommended to use Internet Explorer minimum of IE6, Firefox 3.5 or above. For optimal performance, please use IE 8 or Firefox 3.0.7 or equivalent or higher.

## Introduction

The Indian Health Service - Methamphetamine and Suicide Prevention Initiative Semi-Annual Evaluation Report Data Portal was designed to automate the process of gathering data with efficiency and accuracy.

<b>NOTE:</b>	This portal does not request Public Health Information (PHI) or Personal Identifying Information (PII).
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## Data Portal Address

The portal can be launched from a web browser with the following link:

<http://seal6.ihs.gov/mspi/>

Once the portal is launched, the login screen will appear as shown in Figure 1—MSPI Username and Password Screen below.

## Login

To login to the portal, both a ***Username*** and ***Password*** are required (see Figure 1, below). If you are unsure of the password, please use the password reset function by clicking the “Password” link below the “Log On” button. More information about passwords is available in the Password section below.



*Figure 1—MSPI Username and Password Screen*

## Username

The username is the unique program number assigned to each project. Please contact the Project Administrator if you do not know your username.

## Password

Each project should have a unique password. The password is case sensitive. For security reasons, the password will not appear on the screen as it is typed.

After the username and password are entered, click the “Log On” button or press “Enter”.

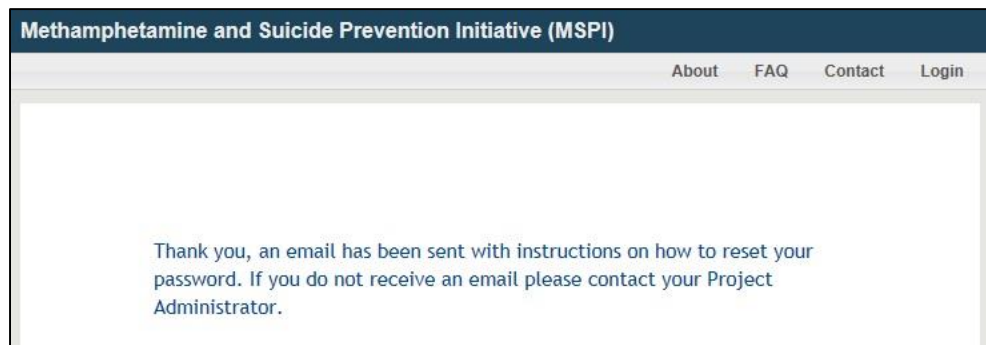
If you have forgotten your password but you know the username, click the Forgot “Password” link as shown in Figure 1.

A screenshot of a web browser displaying the 'Methamphetamine and Suicide Prevention Initiative (MSPI)' login page. The page has a dark blue header with the title and navigation links: 'About', 'FAQ', 'Contact', and 'Login'. The main content area is white and contains a text prompt: 'If you forgot your password please enter your Username in the space below.' Below this prompt is a text input field. Directly under the input field is a button labeled 'Continue', which is highlighted with a red rectangular border.

*Figure 2—Enter Username for password retrieval*

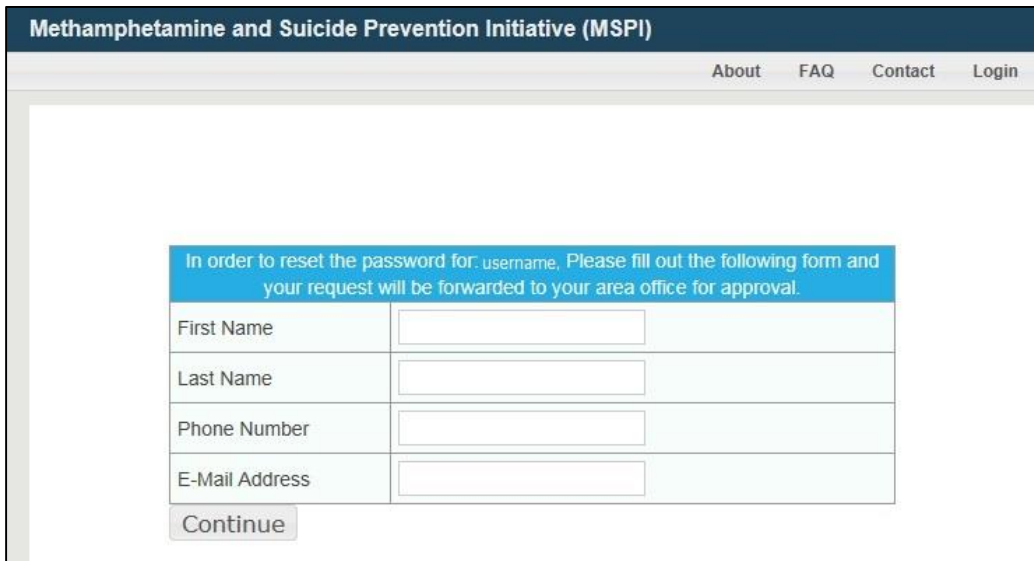
After the username has been entered, click the “Continue” button below the username field as seen in Figure 2.

Select your email address from the list of addresses shown in the table; click the “Continue” button. The page will redirect and a message will appear, as seen in Figure 3, stating that an email has been sent with instructions on how to reset your password.

A screenshot of a web browser displaying the 'Methamphetamine and Suicide Prevention Initiative (MSPI)' confirmation page. The page has the same dark blue header with the title and navigation links: 'About', 'FAQ', 'Contact', and 'Login'. The main content area is white and contains a confirmation message: 'Thank you, an email has been sent with instructions on how to reset your password. If you do not receive an email please contact your Project Administrator.'

*Figure 3—Email sent confirmation page*

If your email address is not listed on this page, select the radio button for *My email is not listed*. Click the “Continue,” and the page will redirect to a new form as seen in Figure 4. Enter your contact information, and then click the “Continue” button.



The screenshot shows a web browser window titled "Methamphetamine and Suicide Prevention Initiative (MSPI)". At the top right are links for "About", "FAQ", "Contact", and "Login". The main content area features a blue header box with the text: "In order to reset the password for: username, Please fill out the following form and your request will be forwarded to your area office for approval." Below this is a form with four input fields: "First Name", "Last Name", "Phone Number", and "E-Mail Address". Each field has a corresponding text input box. At the bottom left of the form is a "Continue" button.

Figure 4—Enter contact information

After your contact information is submitted, you will be redirected to a page that says your email request has been submitted. Both your email address and the area officer’s address will be shown on this page, as seen in Figure 5.

Two emails will be automatically generated:

- An email will be sent to the officer in charge of your area, and
- An email detailing your next steps in accessing your password and accessing the account.



The screenshot shows a web browser window titled "Methamphetamine and Suicide Prevention Initiative (MSPI)". At the top right are links for "About", "FAQ", "Contact", and "Login". The main content area displays a confirmation message: "Thank you, Your request has been submitted and you should receive an email shortly. If you do not receive a response in 24 hours, please follow the directions that have been emailed to you." Below this message, two email addresses are listed: "E-mail sent to: area.officer@ihs.gov" and "E-mail sent to: your.email.address@ihs.gov".

Figure 5—Request submitted

Follow the instructions given to gain access to the account.

## MSPI Data Portal

After initial login, the MSPI User Project Manager page will be displayed. The questions for the most current reporting period will be generated for reporting.

### Project Manager

The Project Manager tab consists of three sections: Project Information, Document Manager and Previously Submitted Reports.



Figure 6—Project Manager page

### Project Information

This section contains information relating directly to the project including Project Name, Project Area and Project Description. If any of the information in the section is incorrect or needs to be updated, please contact the Project Administrator.

### Document Manager

The document manager contains links to all previously uploaded documents. It allows the user to sort, view, download or delete each file. It also shows the date each document was uploaded.

### Uploading a File to the Document Manager

<b>NOTE:</b>	<b>DO NOT</b> upload documents or files that contain PII or PHI data. The system will not check any uploaded documents for sensitive information or verify the uploaded document is related to MSPI.
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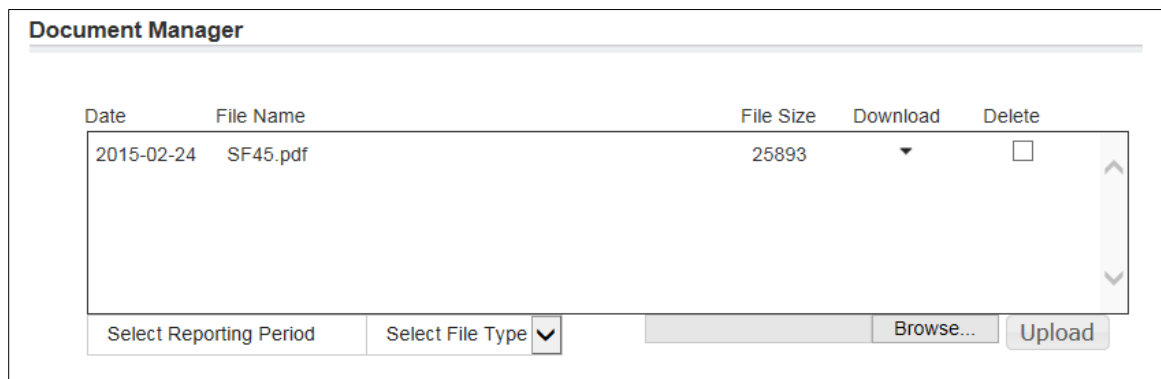
The Document Manager displays the upload date, file name, file size, a download button, and a delete checkbox for each file as seen in Figure 7.

Select Reporting Period and Select File Type must be filled in under the Document Manager box in order to upload a file. Select the reporting period the file will be associated with from the dropdown menu. Select the file type from the dropdown menu. Files in the

document manager can be categorized as the following:

- Amendments and Modifications: AmendsMods
- Federal Finance Report: SF425
- Proposals: Proposal
- Continuing Applications: CA
- Budget Modifications: BudgetMod
- No Cost Extension: NCE
- Indirect Cost: IDC
- Scope of Work Changes: SOWC
- Highlights
- Other

To upload the file, click the “Browse...” button. The file size must be under 4 MB.



*Figure 7—Document Manager*

A File dialog box will open. Select the file to be uploaded and click “Open”, as seen in Figure 8. Click “Upload”.

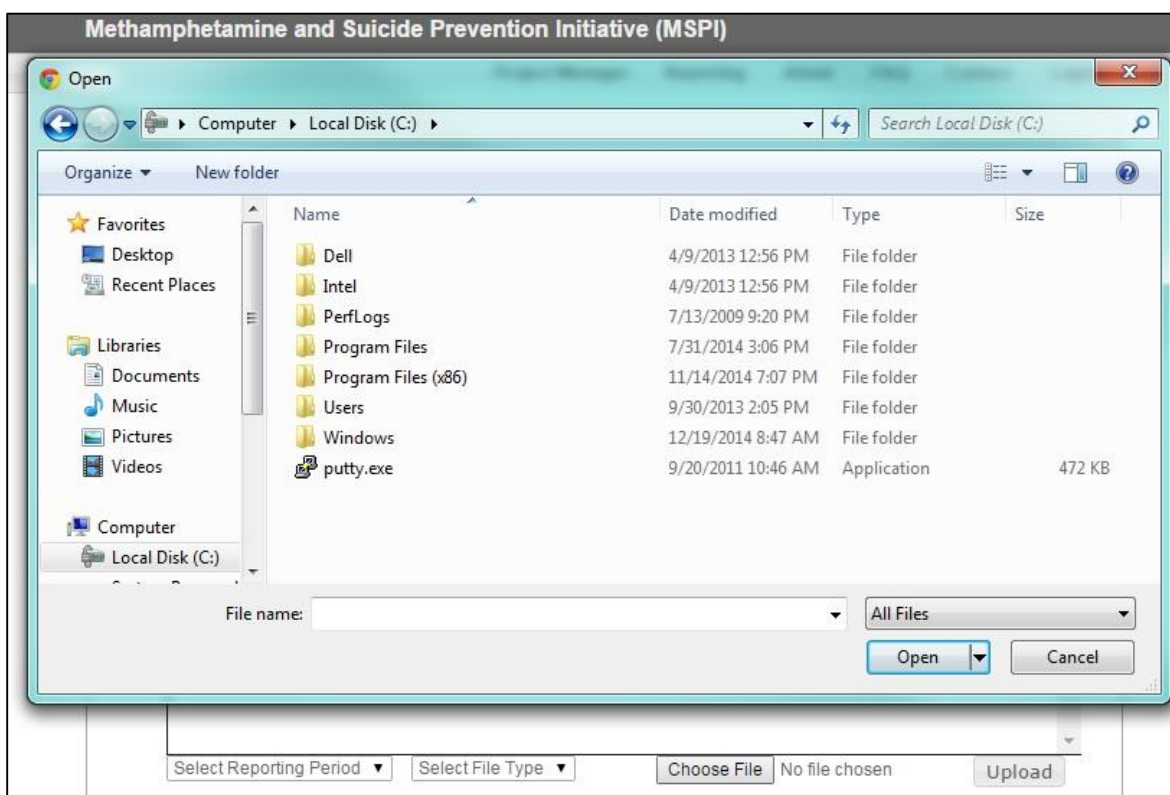


Figure 8—Dialog box, choose file to open

After clicking the “Upload” button, a dialog box will pop up. It will ask for verification that there is no sensitive information included in the upload. Click “OK”. When the file is finished uploading, the message *File is valid, and was successfully uploaded* will be displayed.

File is valid, and was successfully uploaded. Upload another? Click [HERE](#)

Figure 9—Upload successful

If the upload fails, make sure the document is less than 4 MB in size, then try again. Typically, a one page PDF file will be less than 1 MB. Additionally, graphs or pictures will increase the size of a file. The size of the file can be verified by checking the file properties.

If the same file is uploaded multiple times, the original file will not be overwritten. The file will be listed once for each upload.

**NOTE:** DO NOT upload or download files with an .exe extension.

## Deleting a Document from the Document Repository

To delete a document, select the delete box for the file to be deleted. A dialog box will pop up asking *Are you sure you would like to delete this file?* Click “OK”, and the file will be deleted. A line of text will appear *File Successfully Deleted*. Only one file may be deleted at a time.

**NOTE:**

Once a document has been deleted, it **CANNOT** be recovered from the MSPI Data Portal.

## Previously Submitted Reports

In this section, the user can view or print submitted reports. These reports are the submitted reports from past reporting periods.



Previously Submitted Reports			
Report Period	Submitted On	View	Print
Yr5 YearEnd	02-24-2015		

Figure 10—Previously Submitted Report

## Viewing a report

When the icon below the View heading is clicked, a window will open and the report will open in the browser. In View mode, the report is not editable. Each of the six sections of the report can be viewed.

## Print a Report

To print a report, click the print icon. The print preview will open another internet browser session. A print dialog box will appear along with a preview of the report. Select the printer, and then click print for the output. The Print preview session can be closed like any other browser by clicking the “X” as shown in Figure 11 below.

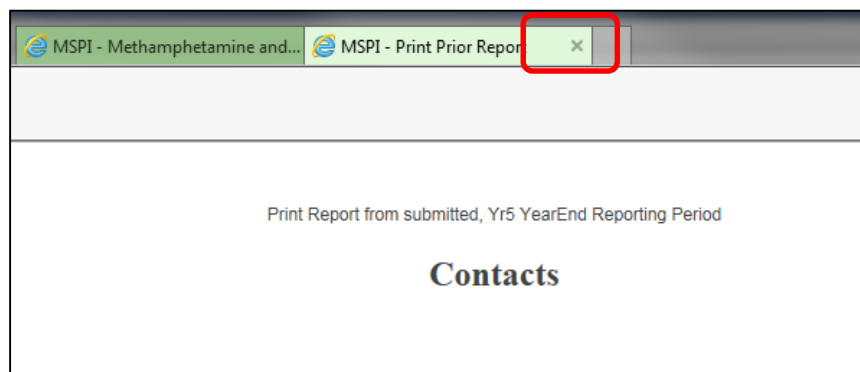


Figure 11—Close Print Preview

## Change Password

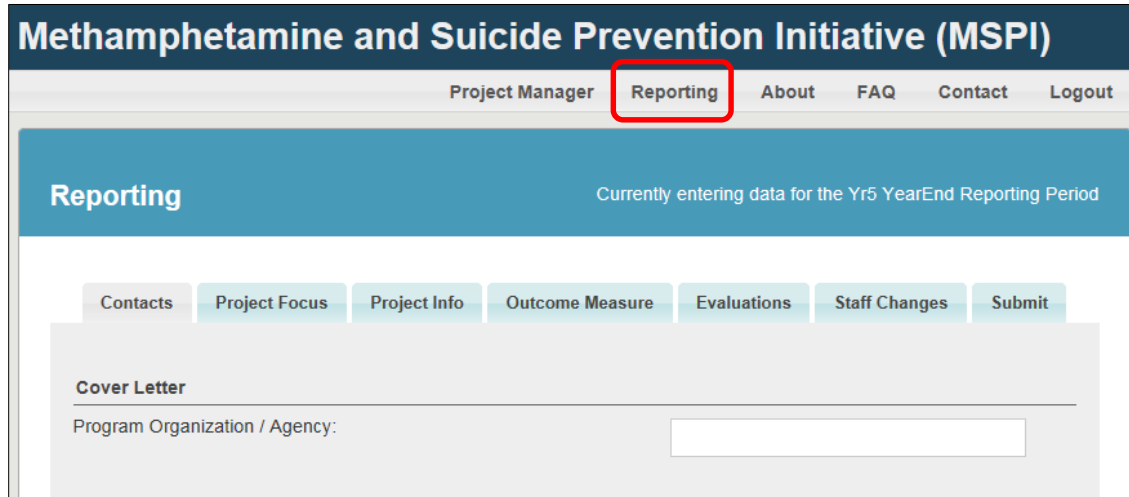
This section provides the current user the ability to change the login password for the Project. Please see Figure 12 below. To change the password, enter the current password in the Old Password text box. Enter the new password in the New text box. Retype the new password in the Confirm box. The “Change” button will not be active unless both the New and the Confirm password match. Click the “Change” button. The message *Successfully changed your password* will appear at the top of the page.

The message *We’re sorry, the password you entered was incorrect. Please try again* will display at the top of the page if the Old Password entered is incorrectly.

A screenshot of a web form titled 'Change Password'. The form has three text input fields labeled 'Old Password', 'New', and 'Confirm'. To the right of the 'Confirm' field is a button labeled 'Change'. The 'Change' button is currently disabled (grayed out).

Figure 12—Close Print Preview

## Reporting



*Figure 13—MSPI Reporting page*

Click the Reporting tab at the very top of the page, as seen in Figure 13.

The banner at the top of the screen will now display:

- Contacts
- Project Focus
- Project Info
- Outcome Measure
- Evaluations
- Staff Changes
- Submit

Data may be input into these tabs in any order. The form does not need to be completed all at once, but be sure to save all work before exiting the portal.

If you navigate to another tab before clicking the “Save” button, the information filled in the previous tab will be saved.

The MSPI reporting portal has a feature called a “grace save.” After the portal has been idle for three or more hours, click the “Save” button at the bottom of the page. The screen will immediately redirect to a log out page, but the information previously entered will be saved.

## Contacts

The first section of information that must be entered is program specific.

Please enter the information for the required fields, as marked by an asterisk (\*). Program Director 1 Name and Email are required fields.

Not all fields on this screen need to be filled out. For example, if a program has two program directors supporting it, fill out only the fields for Program Director 1 and Program Director 2.

Enter the requested information for each of the fields listed below:

- Name
- Email
- Address
- City
- State
- Zip
- Phone
- Extension
- Fax

When this section is complete, click the “Save” button. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Project Focus

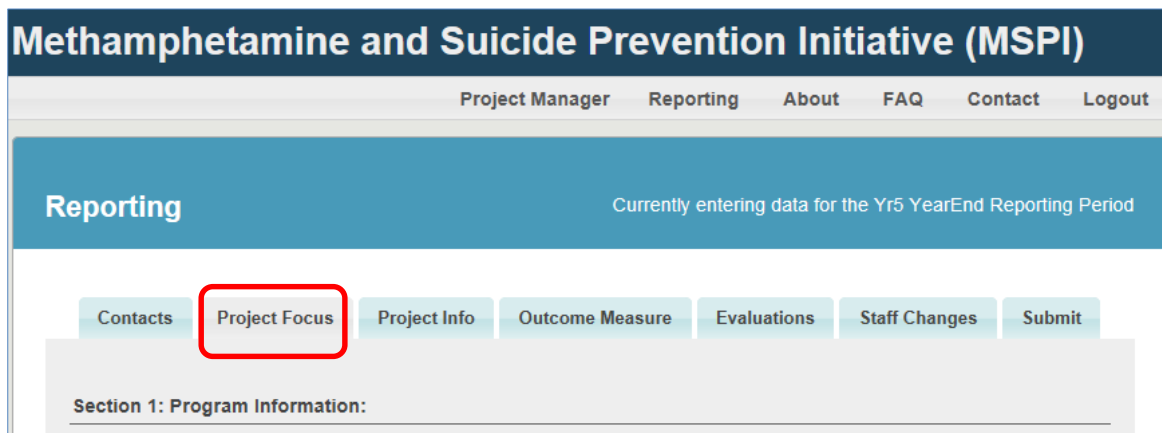


Figure 14—Project Focus tab

Click the “Project Focus” tab. The first five questions of the Project Focus section are marked by selection boxes. One or more boxes may be selected for each question. For questions 2-5, if none of the selection boxes apply, select “Other (specify)” and enter the information in the space given. Please refer to Appendix: Data Entry Rules if clarification is necessary regarding entering text for the “Other (specify)” section.

For the last two questions enter the information requested. Please refer to the Appendix:

Data Entry Rules if clarification is necessary.

When this section is finished, click the “Save” button. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Project Information

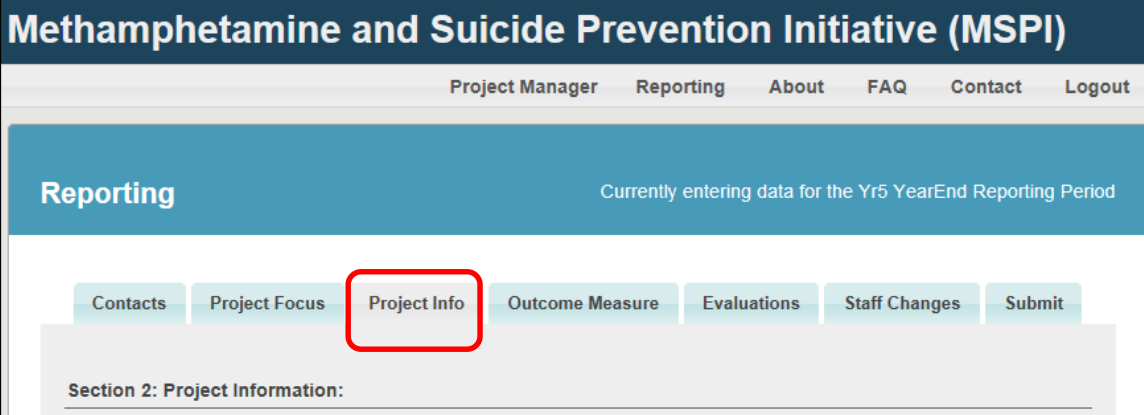
The screenshot shows the 'Methamphetamine and Suicide Prevention Initiative (MSPI)' reporting portal. At the top, there's a navigation bar with links: Project Manager, Reporting, About, FAQ, Contact, and Logout. Below this is a 'Reporting' section with a status message: 'Currently entering data for the Yr5 YearEnd Reporting Period'. A row of tabs is visible: Contacts, Project Focus, Project Info (highlighted with a red box), Outcome Measure, Evaluations, Staff Changes, and Submit. Below the tabs, the 'Section 2: Project Information:' header is partially visible.

Figure 15—Project Info tab

Click the “Project Info” tab. For the first two questions of the Project Information section, enter the information requested. Please refer to Appendix: Data Entry Rules if clarification is necessary.

### Holistic Approach to Services

These questions are answered with selection boxes. One or more boxes may be selected for any question. If the project is not using any services related to the questions, select the “None” box. If none of the selection boxes apply, select “Other (specify)” and enter the information in the space given. Please refer to Appendix: Data Entry Rules if clarification is necessary regarding entering text for the “Other (specify)” section.

### Community-Based Case Management Services

This question is answered with selection boxes. One or more boxes may be selected for this question. If no case management services are being used, select the “None” box. If none of the selection boxes apply, select “Other (specify)” and enter the information in the space given. Please refer to Appendix: Data Entry Rules if clarification is necessary regarding entering text for the “Other (specify)” section.

### Administrative Policies and Procedures

This question is answered by selecting the yes or no radio button.

## Suicide Response Plan/Postvention Plan

The question is answered by selecting the “Yes” or “No” radio button.

## Major Depressive Disorder (MDD): Suicide Risk Assessment for Adults

The first question is answered by selecting the “Yes” or “No” radio button. The subsequent text boxes should have numeric values only. Please refer to Appendix: Data Entry Rules if clarification is necessary.

## Preventive Care: Screening and Brief Counseling

The first question is answered by selecting the “Yes” or “No” radio button. The subsequent text box should have a numeric value only. Please refer to Appendix: Data Entry Rules if clarification is necessary.

## Youth Preventive Care and Screening

The first question is answered by selecting the “Yes” or “No” radio button. The subsequent text boxes should have numeric values only. Please refer to Appendix: Data Entry Rules if clarification is necessary.

## Objectives and Activities

This section is filled out by “Item.” Each item is a list identified by an objective and activity from this year’s MSPI program application. If there are multiple objectives and activities, add items by clicking the “Add New Item” button on the bottom left of the column, as seen in Figure 16.

The screenshot shows a web form titled "Item 1". It has a list of input fields on the left and a "Delete Item" button on the right. The fields are: Objective, Activity, Relevant Outcome Measure (OM1 -OM6), Responsible Party, Start Date, End Date, Number of Participants, and How you are evaluating this activity/training (e.g. pre/post survey, count of participants). Below the last field is an "Add New Item" button. At the bottom center is a "Save" button. The "Delete Item" button is in the top right corner, and the "Add New Item" button is in the bottom left corner. Both buttons are highlighted with red rectangles.

Figure 16—Add new item

If an item has inadvertently been added, use the “Delete Item” button on the upper right hand side of the item list. This will delete the entire list associated with the item being deleted. Items may be added or deleted as necessary.

Enter information in the space given for the first four items. For the next two items, enter dates only. The next text box should have a numeric value only. For the last question, enter the information requested. Please refer to Appendix: Data Entry Rules if clarification is necessary.

When this section is finished, click the “Save” button. Clicking the “Save” button will save the information entered. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Outcome Measures

The screenshot shows the MSPI Reporting interface. At the top, there's a dark blue header with the title 'Methamphetamine and Suicide Prevention Initiative (MSPI)'. Below this is a navigation bar with links: 'Project Manager', 'Reporting', 'About', 'FAQ', 'Contact', and 'Logout'. The 'Reporting' section is active, showing a blue bar with the text 'Reporting' and 'Currently entering data for the Yr5 YearEnd Reporting Period'. Below this, there's a row of tabs: 'Contacts', 'Project Focus', 'Project Info', 'Outcome Measure' (highlighted with a red box), 'Evaluations', 'Staff Changes', and 'Submit'. At the bottom, there's a section titled 'Section 3: Outcome Measures:'.

Figure 17—Outcome Measure tab

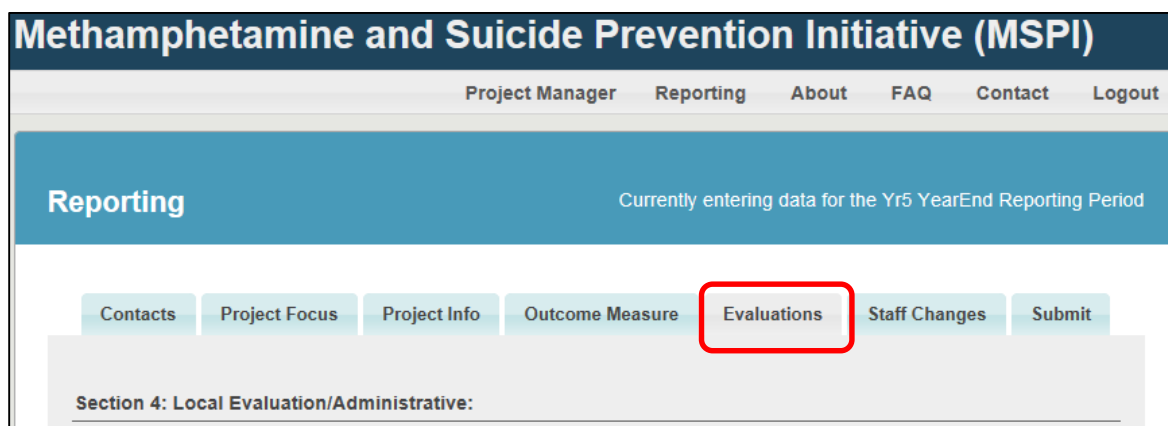
Click the “Outcome Measure” tab. For outcome measures 1-6, there are three types of questions: selection boxes, numerical boxes and text boxes.

One or more boxes may be selected for the selection box questions. If none of the selection boxes apply, select “Other (Specify)” and enter the information in the space given. Please refer to Appendix: Data Entry Rules if clarification is necessary regarding entering text for the “Other (Specify)” section.

For each of the text boxes, enter the requested information. The numerical boxes should have a numeric value only. Please refer to the Appendix: Data Entry Rules if clarification is necessary.

When this section is finished, click the “Save” button. Clicking the “Save” button will save the information entered. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Evaluations



The screenshot shows the 'Methamphetamine and Suicide Prevention Initiative (MSPI)' web application. At the top is a navigation bar with links: Project Manager, Reporting, About, FAQ, Contact, and Logout. Below this is a 'Reporting' section with a blue header and the text 'Currently entering data for the Yr5 YearEnd Reporting Period'. A horizontal row of tabs includes 'Contacts', 'Project Focus', 'Project Info', 'Outcome Measure', 'Evaluations', 'Staff Changes', and 'Submit'. The 'Evaluations' tab is highlighted with a red rectangular box. Below the tabs, the text 'Section 4: Local Evaluation/Administrative:' is visible.

Figure 18—Evaluations tab

Click the “Evaluations” tab. In this section, there are two types of questions: “Yes” or “No” radio buttons and text boxes. Enter the requested information in the text boxes. Please refer to the Appendix: Data Entry Rules if clarification is necessary.

When this section is finished, click the “Save” button. Clicking the “Save” button will save the information entered. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Staff Changes



The screenshot shows the same 'Methamphetamine and Suicide Prevention Initiative (MSPI)' web application. The 'Reporting' section is still present. In the row of tabs, the 'Staff Changes' tab is now highlighted with a red rectangular box. Below the tabs, the text 'Section 5: Staffing Changes' is visible.

Figure 19—Staff Changes tab

Click the “Staff Changes” tab. Enter the requested information in the text boxes. Please refer to the Appendix: Data Entry Rules if clarification is necessary.

When this section is finished, click the “Save” button. Clicking the “Save” button will save the information entered. A message will appear below the “Save” button that reads *Save was Successful*. This saves the information on the page and does not redirect the browser.

## Submit

Figure 20—Submit tab

Click the “Submit” tab. After completing the previous sections, click the “Save and Submit” button. Clicking the button is the only action available on this page.

<b>NOTE:</b>	<b>DO NOT</b> click submit until the report has been completed. Clicking submit at the end of the section will submit the entire form and will no longer be available for editing. If “Submit” was clicked in error, contact the appropriate Project Administrator for assistance.
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Upon clicking the “Save and Submit” button a message will pop up that says the report has been submitted.

## About



Figure 21—About page

The About tab of the MSPI Data Portal provides in depth information regarding MSPI’s goals, accomplishments and coverage.

## FAQ



Figure 22—FAQ page

The Frequently Asked Questions (FAQ) portion of this site is set aside to answer questions regarding some of the more common errors that may occur in the regular use of this portal. To read the answer to a question, click the question itself. A box containing the answer will expand to open under the question. To close the box that opened, click “Close” underneath the answer. The answer section will then collapse.

## Contact

<b>NOTE:</b>	In the message box, <b>DO NOT</b> include PII or PHI data in the contact form.
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To contact the MSPI Administrator, fill out the form that appears when the “Contact” page is opened. Once the form has been filled out, click the “Submit” button to send the form. To delete all data from the fields on the form, click the “Clear form” button.

The image shows a web form interface. At the top, there is a label "Message:" followed by a large, empty rectangular text area. Below this text area, there are two buttons. The button on the left is labeled "Submit" and the button on the right is labeled "Clear form". Both buttons are highlighted with a red rectangular border.

*Figure 23—Contact Form buttons*

## Logout

Clicking this page will log the user out of the portal.

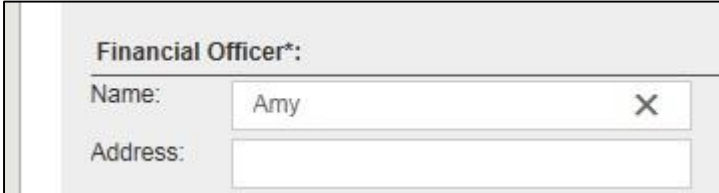
## Appendix: Data Entry Rules

### Text Fields

When typing into fields on the form, the field length will be a total of ALL characters that are entered, including spaces, periods, and carriage returns. Large, multiline text boxes have a limit of 6,000 characters.

The text box will not save more than the allowed number of characters.

When data is being entered into a text field, a small x will appear in the far right hand side of the text box. If the box needs to be cleared, click the x (as seen in Figure 24) and the text will be deleted.

A screenshot of a web form titled "Financial Officer\*:". It contains two text input fields. The first field is labeled "Name:" and contains the text "Amy". In the top right corner of this field is a small "X" icon. The second field is labeled "Address:" and is currently empty.

*Figure 24—Clear text option*

### Numeric Fields

Do not enter any punctuation (commas or periods).

For example to enter the value 11,345

- Incorrect entry: 11.345
- Correct entry: 11345
  - What is saved: 11345